

**NAUGATUCK VALLEY COMMUNITY COLLEGE
JOB OPPORTUNITY**

LEGAL ASSISTANT/PARALEGAL FACULTY, OPEN RANK (10-MONTH TENURE TRACK POSITION)

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: Waterbury, Danbury or any other assigned location

Closing Date: February 28, 2015

ANTICIPATED STARTING DATE:

August 25, 2015

RESPONSIBILITIES:

Under the supervision of the Director of the Business and Professional Services Division, the faculty member will teach Legal Assistant/Paralegal courses. In addition, the instructor develops syllabi; maintains office hours; academically advises students; maintains accurate records; develops new instructional techniques, course offerings and programs; serves on college-wide and division committees; participates in college-wide and division meetings, conferences, convocations; participates in community service activities; performs any other academically related task as required. Within applicable contractual provisions, teaching faculty and non-teaching professional staff are committed to the operation of the college five days a week, which may include evenings, Saturdays or Sundays.

MINIMUM SALARY AND QUALIFICATIONS:

All ranks require a Master's or Law degree in an academic area related to Legal Studies and the following:

Instructor:	\$52,128 annual approximate	0-2 years of teaching experience
Assistant Professor	\$56,298 annual approximate	4-6 years of teaching experience
Associate Professor	\$63,592 annual approximate	7 years of teaching experience
Professor	\$72,981 annual approximate	10 years of teaching experience

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position. They must also provide appropriate references. Exceptions to the degree requirements may be made for compelling reasons

We offer excellent medical insurance, retirement and related fringe benefits.

Application Instructions: For position announcement and complete application instructions, please go to the Naugatuck Valley Community College website at <http://www.nvcc.commnet.edu/newsevents/employment.shtml>

All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration Reform and Control Act (IRCA).

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

Continuing Notice of Nondiscrimination: Naugatuck Valley Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record. The following individual has been designated to handle nondiscrimination policies regarding disability policies: Robert Divjak, Director of Facilities/Section 504/ADA Coordinator, Room C216, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT 06708; 203-575-8235. The following individual has been designated to handle nondiscrimination policies regarding sex discrimination as well as other forms of prohibited discrimination: Jacquie Swanson, Associate Director of Human Resources/Title IX Coordinator, Room K704, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT 06708; 203-575-8043.

All necessary qualifications and application instructions are listed above. Any inquiries should be directed to the Department of Human Resources.